



JOB POSTING

Date: January 13, 2022

Competition: #22-03

APPLICATIONS ARE INVITED FOR THE FOLLOWING:

ADVANCED SPECIALTY CERTIFICATE IN COMMUNITY CARE LICENSING – ONLINE SESSIONAL INSTRUCTOR

Position:	Administrative Law Instructor – Sessional Faculty – Advanced Specialty Certificate in Community Care Licensing Program (CCLO)
Location:	Online
Division:	Health Sciences Division, School of Health, Community & Social Justice
Reporting To:	Program Manager, Centre for Continuing Professional Health Education

Justice Institute of British Columbia:

Justice Institute of British Columbia (JIBC) is Canada's leading public safety educator with a mission to develop dynamic justice and public safety professionals through its exceptional applied education, training and research. JIBC offers internationally recognized education that leads to certificates, diplomas, bachelor's degrees and graduate certificates; exceptional continuing education for work and career-related learning and development; and customized contract training to government agencies and private organizations worldwide. Each year, over 36,000 students study at one of JIBC's six campuses in B.C., through online education, and at locations in more than 150 BC communities, as well as sites across Canada and around the world. Our education contributes to safer communities and a more just society by providing professionals with the knowledge, skills and abilities to excel at every stage of their careers and make a difference every day.

Health Sciences Division (HSD):

HSD trains first responders, emergency medical responders and paramedics, and regulator practitioners in Canada and internationally. The Centre for Professional Health Education provides professional development and continuing education programs and courses.

Advanced Specialty Certificate in Community Care Licensing (CCLO)

The online program provides current and future Community Care Licensing Officers with the specialized knowledge, skills, and abilities needed to carry out the statutory duties delegated to them by a Health Authority's Medical Health Officer.

Position Summary:

Central to the success of the JIBC's vision of being a world leader in justice and public safety education are our instructional faculty. Experiential and applied learning can only occur if our faculty possess the practical and expert knowledge of field practitioners. In addition, they must also have and exhibit a firm understanding of teaching, learning, and adult education. JIBC faculty are the critical human component in ensuring JIBC learners experience a rich and meaningful education.

In support of the Advanced Specialty Certificate in Community Care Licensing Program (CCLO) at the Justice Institute of British Columbia, the Health Sciences Division invites applications for a part-time sessional faculty position to facilitate one section of CCLO-3300 Administrative Law, term commencing September 6, 2022 (asynchronous online). CCLO-3303 runs for 12 weeks and is usually scheduled in the same semester each year. Some curriculum development work (about 10-20 hours) will likely be required in February and March 2022 for course updates.

We intend to fill one position from this posting through a selection process that will include the submission and review of an application package (as outlined below), meeting via video conference for an interview with program staff and checking of provided references. The successful candidate may be considered for future opportunities teaching in the CCLO program.

CCLO-3300 Administrative Law – Course Description

Administrative law and its application are at the core of a Community Care Licensing Officer's role. This course examines the general legal framework in which the licensing officers work as well as all statutes and regulations relevant to the role of Licensing Officers within a community care setting. The course explores delegation and procedural fairness. Learners will gain an appreciation of administrative law and apply statutory decision-making in context to their role as delegates of the medical health officer.

Online Sessional Faculty - Primary Responsibilities:

- Working with program staff and instructional designers to review and update course content prior to delivery, including updating syllabus assignment deadlines in Blackboard, checking external reading/media links, setting up groups and discussion threads, etc.;
- Delivering course content in keeping with the course outline and learning outcomes;
- Establishing an online classroom environment that is supportive to learning;
- Writing an announcement each week to let learners know about course activities and upcoming deadlines;
- Responding to learner emails and answering questions related to course content and assignments within 48 hours, ideally within 12-24 hours;
- Monitoring and offering feedback on discussion boards and learner progress and addressing performance and participation problems throughout the semester, including the exam period;
- Facilitating learning by fostering interaction between learners and self and learners with other learners;
- Encouraging discussion, critical, and reflective thinking and helping learners make connections between theory and practice;
- Providing effective feedback on and marking/grading of assignments and maintaining Blackboard Grade Center (as appropriate);
- Being available to connect with learners by phone or online chat up to one hour per week (office hours and by appointment);
- Compliance with all relevant JIBC policies, procedures, and guidelines related to instruction as outlined in JIBC's Teaching Faculty Handbook.

Qualifications:

- Bachelor's degree in a related discipline, Master's degree preferred;
- Two years of documented teaching experience online teaching/facilitation experience preferred.
- Completion of a post-secondary credential in adult learning and teaching and/or online course facilitation preferred;
- Experience working in regulatory practice, community care, or public health fields preferred;
- Effective written and oral communication skills;
- Excellent interpersonal skills;
- Ability to work cooperatively with diverse training and development teams;
- The ability to maintain effective working relationships with learners, program managers, sessional faculty, and program support staff;

- Excellent organizational and problem-solving skills with a proven ability to work under pressure while satisfying learner requests and applying relevant program and institutional policies, procedures, and guidelines;
 - Demonstrated proficiency at the intermediate level in Blackboard and Collaborate (or other similar learning management and video/audio conferencing applications), Microsoft Office applications, and web browser applications.
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Posting Date: January 13, 2022

Closing Date: January 28, 2022

Start Date: Winter 2022 curriculum development, term start September 6, 2022

Please submit an application package, which includes a *resume, covering letter, copies of academic and professional credentials, and names and contact information for three professional references* quoting Competition # 22-03 via email to: hr@jibc.ca.

For more information about this position, please feel free to contact: Ben Coulas, Program Director, Health Sciences Division, bcoulas@jibc.ca.

Justice Institute of British Columbia is an equal opportunity employer and is interested in broadening the diversity of its staff. We encourage applications from visible minorities, Indigenous people, and persons with disabilities.

